



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:**  
**505 KAR 1:110**  
**3-JTS-1C-04, 05; 3A-07; 4C-28**  
**3-JCRF-3A-03, 04**  
**1-JDTP-1C-04**  
**1-JBC-3A-06; 4C-29**  
**4-JCF-2A-08, 5C-04, 5G-02,**  
**6D-10**

**CHAPTER: Program Services**

**AUTHORITY: KRS 15A.0652**

**SUBJECT: Staff Requirements for the  
Supervision of Youth**

**POLICY NUMBER: DJJ 319**

**TOTAL PAGES: 3**

**EFFECTIVE DATE: 1/04/2016**

**APPROVAL: Bob D. Hayter**

**, COMMISSIONER**

**I. POLICY**

Staffing for the supervision of youth shall be sufficient on each shift to ensure the safety of youth and staff, to maintain the security of the facility, and to facilitate youth access to staff, programs, and services.

**II. APPLICABILITY**

This policy shall be applicable to each Department of Juvenile Justice (DJJ) operated group home, day treatment, and youth development center (YDC).

**III. DEFINITION**

Refer to Chapter 300.

**IV. PROCEDURES**

A. Staff shall be responsible for providing adequate supervision of youth.

B. YDC's

1. Minimum staffing ratio in a YDC shall be one (1) Youth Worker (YW) on duty for every twelve (12) youth in the population during awake hours. This shall not include the YW assigned to the control center, where applicable.
2. Staffing ratio shall be one (1) YW on duty for every twelve (12) youth in the population during sleep hours, which is inclusive of the shift supervisor.

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3. Each shift shall have one (1) additional YW as a floater to provide necessary relief for direct care coverage.
  4. Each shift shall have a YW supervisor or higher level supervisor within that chain of command on duty. A YW III may serve as back-up supervisor once approved by the Superintendent.
  5. In an emergency situation, a Superintendent may utilize other approved physical management certified DJJ staff to fulfill required YW staff coverage on a shift-by-shift basis. If the emergency assignment continues beyond a single shift, approval shall be received by the Superintendent and Facilities Regional Administrator (FRA).
  6. Each YDC shall have the following staff employed:
    - a. A Superintendent to provide administrative direction to each aspect of facility operations;
    - b. One (1) Qualified Mental Health Professional (QMHP) to coordinate and supervise the treatment program;
    - c. A minimum of one (1) youth counselor for every twelve (12) youth or greater depending upon the following:
      - i. Type of youth served;
      - ii. Type of facility;
      - iii. Legal requirement; or
      - iv. Goals to be accomplished;
    - d. Two (2) nurses, one (1) of which shall be a licensed registered nurse (RN);
    - e. Adequate number of YW staff that shall allow the facility to maintain the required staffing ratio, meet program needs, and ensure the safety and security of the facility; and
    - f. One (1) recreation director for a facility with a capacity of fifty (50) or more youth. A facility with a capacity of less than fifty (50) youth shall have a DJJ staff trained in recreation by the Division of Professional Development.
- C. Group Homes
1. Each group home shall have a minimum of two (2) staff on duty for every eight (8) youth, except when youth are at school.
  2. To the extent possible, a staff person shall be on duty in the facility when there are no youth on the property.
- D. Gender Requirement

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1. A facility housing both male and female youth shall have at least one (1) staff member of each gender on duty at all times.
2. A facility housing a single gender of youth shall have a staff member of the same gender on duty at all times.
- E. Each staff supervising youth shall be trained in the facility emergency preparedness plans and certified in emergency first aid procedures, including cardiopulmonary resuscitation (CPR) and approved physical management techniques.
- F. In order to determine the staffing and scheduling needs of a facility, the following shall be taken into consideration:
  1. Holidays;
  2. Regular days off;
  3. Annual training requirements;
  4. Annual leave; and
  5. Average sick leave.

**V. MONITORING MECHANISM**

- A. The Superintendent shall ensure that staff scheduling meets the requirements of this policy.
- B. The Quality Assurance (QA) Branch shall review for compliance during yearly monitoring.